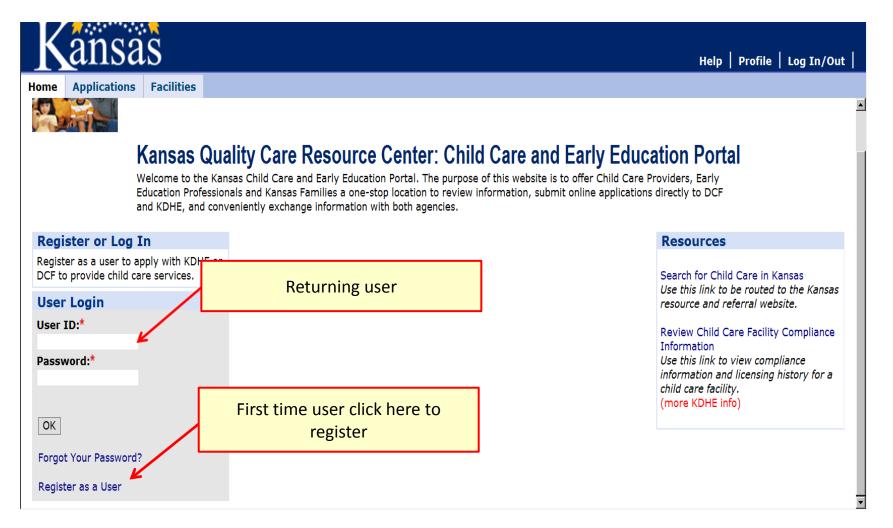
# WELCOME PAGE Manage Affiliates



### Directions to register for currently licensed facilities

• Each authorized user will need to enter the KDHE provided Person or Organization ID and the facility seven-digit License Number (including the leading zeros). This information is unique to each owner.

### Examples:

KDHE Person or Organization ID:

License Number:

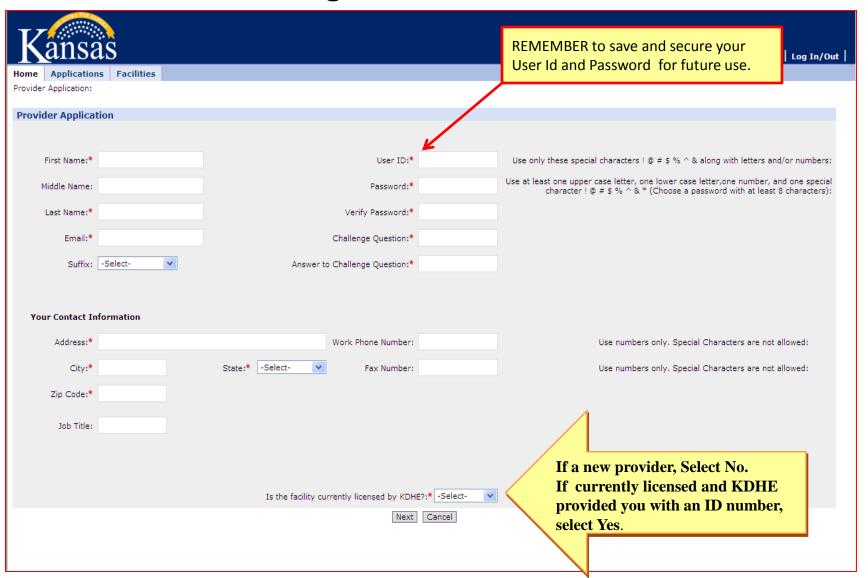
0012345

12345

\* Do not include the dash or digits listed after.

- An organization is provided a single Organization ID, regardless of the number of facilities owned.
- Registration is to be completed by the owner or an authorized representative.
- Once registered, you or your authorized representative will login using the User Id and Password you created.
- Remember to save and secure your user Id and Password for future use.

### Register As A User



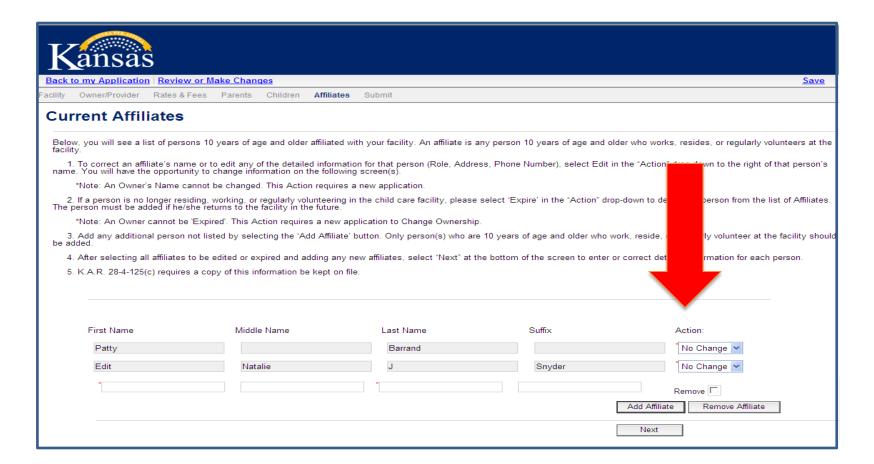
# Customer and Provider Portal Home Page Manage Affiliates

Select the link below to modify the facility affiliate list.



### **Modify Affiliates**

- Click [Add Affiliate] for each affiliate and enter their First, Middle, Last name and Suffix, (i.e.-Sr, Jr, III), if applicable.
- Select [Action] for each affiliate (No change, Edit, Expire).
- To remove someone you just added: 1.) click on the box after "Remove" and then
   2.) click on [Remove Affiliate].
- Click[Next] when finished adding or editing affiliates

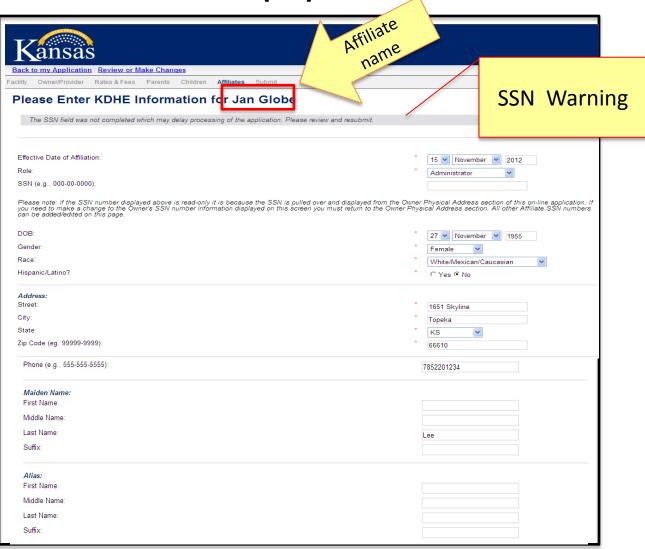


#### **Affiliate Information**

A page will populate for each person entered. Enter all requested identifying information - note the Affiliate name will be displayed at the top of the page.

Click on [Next]. Note – If a SSN is not provided, a warning message will be displayed that you that this may delay

the process. Enter the SSN if available and click on [Next].





### **KBI/DCF Screening Page**

All questions are required to be answered.

Click on [Next].



## KDHE Child Care Licensing 1000 SW Jackson Ave Suite 200 Topeka, KS 66612

For Assistance with the online application please call: (785) 296-1270